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ABSTRACT

The guide provides standards for self study and evaluation by social work and recreation and leisure programs for blind and visually handicapped persons. Standards are classified according to four components for social work and for recreation and leisure programs: planning and organization, personnel, program services, and program evaluation. It is explained that the standards are intended primarily for use in the National Accreditation Council's accreditation program for agencies serving the blind and visually handicapped. At the conclusion of the document are questions to be used in programing for improvement. (CL)

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SELF-STUDY AND EVALUATION GUIDE | 1981 Edition

Social Services

NATIONAL ACCREDITATION COUNCIL
For Agencies Serving the Blind and Visually Handicapped

79 Madison Avenue
New York, N.Y. 10016

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INSTRUCTIONS

PRELIMINARY STEPS. Two steps should precede the use of this section in a self-study.

1. All persons involved in the self-study should become familiar with *Section A, Manual of Procedures* for an understanding of the background and purposes of accreditation and the procedures to be followed in conducting a self-study using the various self-study and evaluation guides published by the National Accreditation Council.

2. Members of the self-study committee assigned to complete this guide should review the organization's statement of philosophy of service as a basic reference for the self-study.

RATING. In the parentheses ( ) preceding each standard, enter the letter representing the final evaluation reached in the self-study. Often, improvements are implemented during the self-study. In such instances, the ratings selected should represent conditions at the end of the self-study.

E – Excellent. The standard is met fully or exceeded.

S – Satisfactory. The standard is met substantially.

A – Adequate. The standard is met fairly well but some improvements could be made.

P – Poor. The standard is met only partially and improvements should be made.

M – Minimal. The standard is met to a small extent or not at all and substantial improvements should be made.

NA – Not Applicable. The standard does not apply for reasons stated under *Comments.*

COMMENTS. Throughout the section, space is provided after groups of standards for written comments. An explanation of the rating or any important feature or characteristic of the program can be noted here. Also, the reason why a particular standard or group of standards is not felt to apply to the organization can be outlined.

PROGRAMMING FOR IMPROVEMENT. This concluding part of the guide contains seven questions which provide an opportunity to list the outstanding features of the program and how it benefits the persons served. The questions also call for a listing of past improvements and those which are yet to be accomplished. Plans for improvement initiated as a result of the self-study should be included.

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LIST OF SELF-STUDY AND EVALUATION GUIDES

This self-study and evaluation guide is designed to be used in combination with other guides, listed below, available from the National Accreditation Council. An organization undertaking a self-study in applying for accreditation needs to use the following: A, either B-1 or B-2, all C sections, those D sections for the services provided, an E form for certain staff members, and F.

Section	Title and Edition
A	Manual of Procedures (1979)
B-1	Agency Profile (1979)
B-2	School Profile (1979)
C-1	Function and Structure (1977)
C-2	Accounting for Services and Finances (1976)
C-3	Personnel Administration and Volunteer Service (1980)
C-4	Physical Facilities (1975)
C-5	Public Relations and Fund Raising (1968)
D-2A	Orientation and Mobility Services (1977)
D-2B	Orientation and Mobility Services (Dog Guide Programs: 1968)
D-3	Rehabilitation Centers (1968: revision in process)
D-4	Workshop Services (1976)
D-5	Social Services (1981)
D-6	Vocational Services (1975)
D-7	Production of Reading Materials (1970: revision in process)
D-8	Rehabilitation Teaching Services (1977)
D-9	Low Vision Service (1981)
D-15	Preschool Services (from Birth to Six: 1979)
D-16	Other Service Program (1979)
D-20	Curriculum Planning and Evaluation (1979)
D-21	Program for Multihandicapped Students (1979)
D-22	Program for K-12 Students (1979)
D-23	Program for Independent Living (1979)
D-24	Educational Resources Program (1979)
D-25	Leisure Education (1979)
D-26	Residential Living Program (1979)
D-27	Health Services (1979)
D-28	Educational Diagnostic and Counseling Services (1979)
E	Individual Staff Member Information Form (1977)
F	Evaluation Summary and Report (1979)

Sections D-2A through D-9 are applicable primarily to "agencies" and D-20 through D-28 primarily to "schools". D-15 is used for preschool services in any setting. Similarly, D-16 is used by all organizations for services for which NAC does not have specific standards such as radio reading service or special summer program.

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ACKNOWLEDGMENTS

The National Accreditation Council (NAC) maintains accreditation standards through its Commission on Standards. The Commission systematically updates standards by means of national technical committees and ideas generated from broad exposure of drafts of proposed revisions.

In the Fall of 1980, the Commission appointed such a committee to review and revise these standards for social services which originally were published in the mid 1960's. The committee (see page iv) began its work by preparing a national review draft in late 1980.

The Standard-Bearer in January 1981 announced the availability of the draft and was followed shortly by a special flyer sent to the field. NAC invited agencies in the process of applying for accreditation or reaccreditation to field test the draft as part of their self-studies. Also, NAC invited other direct service agencies as well as selected national organizations to review and comment on the draft.

By the end of April, 1980, when the national review period ended, some 35 different sources had responded.

Personnel of the following accredited agencies participated:

Association for the Blind and for Sight Conservation, Grand Rapids, Michigan;
Association for the Blind of Rochester and Monroe County, Rochester, New York;
Atlanta Area Services for the Blind, Atlanta, Georgia;
Center for Independent Living, New York, New York;
Central Association for the Blind, Utica, New york;
Chicago Lighthouse for the Blind, Chicago, Illinois;
Cincinnati Association for the Blind, Cincinnati, Ohio;
Dallas County Association for the Blind, Dallas, Texas;
Florida Association of Workers for the Blind, Miami, Florida;
Lighthouse for the Blind, Houston, Texas;
Minneapolis Society for the Blind, Minneapolis, Minnesota;
New York Association for the Blind, New York, New York;
New York Institute for the Education of the Blind, Bronx, New York;
Royal Maid Association for the Blind, Hazlehurst, Mississippi;
Syracuse Association of Workers for the Blind, Syracuse, New York;
Virginia Department for the Blind, Richmond, Virginia.

Other individuals sent in comments and suggestions. Among them were representatives of the American Foundation for the Blind, the Child Welfare League of America, the National Home Caring Council, several agencies interested in seeking NAC accreditation, and a number of other persons interested in standards.

The national technical committee met for the final time in May, 1981 and considered all of the input from the national review. It then prepared its final recommendations to the Commission on Standards. Throughout the process of formulating these revised standards, the committee demonstrated enthusiasm, professional expertise and dedication to strengthening services. NAC commends the committee for a job well done.

In June 1981, the committee's final recommendations were mailed to the Commission on Standards for review. The Commission voted to recommend the draft standards to NAC's Board of Directors and the following month the Board approved the revised standards and authorized their publication for use in accreditation.

NAC wishes to express sincere gratitude to the New York Community Trust, whose financial support made this work possible.

INTRODUCTION

SCOPE

This self-study and evaluation guide covers two related, but distinct, service programs, each with its own well-established professional base: A. Social Work Program: and B. Recreation and Leisure Program. This work replaces the self-study and evaluation guide, *Section D-5, Social Services* derived from the standards in *THE CONSTAC REPORT*, published in 1966 by NAC's predecessor organization, the Commission on Standards and Accreditation of Services for the Blind.

The principal objective in revising these standards was to take into account developments in the past 15 years which represent improvements in social services for blind and visually handicapped persons. Accordingly, these standards are designed to help agencies strengthen their services by emphasizing efforts to reach out to underserved populations to facilitate participation in programs for the general public, to encourage coordination with other community agencies and programs, to advocate the rights of blind and visually handicapped persons and to clearly establish consumer's rights to select and shape the services they receive.

The standards for the two service programs in this guide are presented separately as described below.

A. Social Work Program.

Social work practice with blind and visually handicapped persons rests on the base of knowledge, values, attitudes and skills common to all social work practice. In addition to this basic knowledge, understanding of the specialized nature and problems incident to blindness or diminution of vision is necessary. Nevertheless, the focus of social work with blind and visually handicapped persons is not solely on problems related to vision which have emerged recently or existed for a long time, but on the needs of the individual person and family.

Social work is a profession directed toward the identification and modification of social, psychological and environmental factors which affect the functioning of individuals and their families. Social work rests on a set of ethical principles which guide the delivery of services; these include the dignity and worth of human beings, the legitimacy of individual differences, the right of individuals to determine direction and goals for themselves.

These standards concern program planning, evaluation and organization, employment of personnel who are well qualified for their assignments, methods of service delivery and certain specific services.

B. Recreation and Leisure Program

Recreation and leisure experiences are essential components in the lives of all persons. These experiences contribute significantly to individual and group growth, learning and development, and provide opportunities for individuals to live in harmony with themselves and their environment. Programs designed to provide recreation and leisure experiences should identify the individuals' personal needs and preferences and facilitate the development of skills to satisfy them.

The provision of recreation and leisure services for blind and visually handicapped persons rests on the base of knowledge, values, attitudes and skills common to all recreation principles and practices. A necessary addition to this basic knowledge is understanding of the special needs of the blind and the visually impaired.

These standards for a recreation and leisure program take into account the need to offer a variety of activities and experiences to meet the range of needs and interests of the persons served. Visual impairment limits participation in some activities but appropriate teaching techniques and use of modified or adapted equipment and supplies often can open new experiences for the persons served. These standards give emphasis to utilization of sound leisure education principles and, when appropriate, to provision of individualized therapeutic recreation services.

The standards also concern program planning, evaluation and organization, employment of well-qualified personnel, methods of providing services and various kinds of appropriate activities.

USE IN ACCREDITATION

These standards are presented in a self-study and evaluation format according to general guidelines established by NAC's Commission on Standards. They are intended primarily for use in NAC's accreditation program for agencies serving blind and visually handicapped persons.

If the organization provides social work services and/or recreation and leisure services, this guide is used in its self-study for accreditation or reaccreditation.

It should be utilized along with certain other sections listed on page iii. Detailed suggestions for conducting a comprehensive self-study may be found in *Section A, Manual of Procedures.*

It should be noted that these standards are designed especially for "agencies" rather than "schools" for the blind and visually handicapped. Specialized schools will find applicable standards for social work and recreation and leisure in sections *D-28, Educational Diagnostic and Counseling Services and D-25, Leisure Education,* respectively.

A. SOCIAL WORK PROGRAM

DESCRIPTIVE PROFILE

NAME AND TITLE OF:

Administrator of the program _____

_____

Person to whom administrator reports _____

_____

NUMBER OF OTHER PERSONNEL ASSIGNED TO THE SOCIAL WORK PROGRAM:

Supervisors	____	*Clerical and support staff*	____
Social Workers	____	*Volunteers*	____
Other professionals, paraprofessionals and aides	____	*Others (e.g. student interns)*	____
		Total	____

NUMBER OF PERSONS SERVED IN THE LAST FISCAL YEAR:

Legally blind (including totally blind) ____

Visually handicapped (persons who have low vision excluding legally blind) ____

Other ____

Total (unduplicated count) ____

TOTAL EXPENSES OF THE SOCIAL WORK PROGRAM IN LAST FISCAL YEAR (in accord with statement of functional expenses called for by Section C-2, Accounting for Services and Finances):

For fiscal year ending _____, *Total $* _____

BRIEF DESCRIPTION OF SOCIAL WORK PROGRAM: (continue on next page if needed):

A. SOCIAL WORK PROGRAM

THE STANDARDS

PART A1. PLANNING AND ORGANIZATION

( ) A1.1 PHILOSOPHY. The social work program is consistent with the organization's statement of philosophy of service.

Comments:

( ) A1.2 PURPOSE. The goal and objectives of the social work program are set forth clearly in writing and in media convenient for the persons served and other consumers.

( ) A1.2.1 Goal. The goal of the program is to enhance the quality of life of blind and visually handicapped persons and their families by providing or otherwise making available a variety of services to individuals and groups.

Comments:

( ) A1.2.2 Objectives. Specific objectives are set for each component of the program which support the goal and are commensurate with the established need and available resources.

Comments:

( ) A1.3 PERSONS SERVED. General and special target populations to be served are identified clearly.

SUPPLEMENTARY INFORMATION. Check those groups for whom specifically designed services are provided:

Age Groups	*Special Populations*
___ *Birth through 5*	___ *Deaf-blind persons*
___ *From 6 through 21*	___ *Other persons with additional handicaps*
___ *From 22 through 44*	*Other (specify: e.g. nursing home residents, ethnic groups)*
___ *From 45 through 64*	
___ *From 65 through 84*	___ _____
___ *85 and older*	___ _____

Comments:

( ) A1.4 PLANNING. Various methods are used for systematic program planning.

( ) A1.4.1 Long Range Planning. A written long range plan establishes major long range program goals and projects the human, physical and financial resources needed to achieve them.

( ) A1.4.1.1 The major long range goals are coordinated with the organization's overall long range plan.

( ) A1.4.1.2 The plan extends beyond the current fiscal year and is updated at regular, specified intervals.

Comments:

( ) A1.4.2 Annual Planning. A specific written program and financial plan, related to the long range plan, is prepared for each fiscal year and includes measurable objectives to achieve the stated goals.

Comments:

( ) A1.4.3 Short Range Planning. Personnel communicate by conferences, written and verbal means to facilitate day-to-day planning, problem solving and coordination with other services provided by the organization.

Comments:

( ) A1.4.4 Interagency Coordination. Sustained, documented efforts are made to coordinate planning and service delivery with appropriate agencies in the community.

Comments:

( ) A1.4.5 Participation. Planning involves persons who represent a wide range of knowledge, experience and interests including the organization's governing authority, staff, service volunteers, persons served and other consumers and appropriate community agencies.

Comments:

( ) A1.5 PROCEDURAL MANUAL. Written policies and procedures for the social work program are maintained in media convenient for all employees and volunteers assigned to the program.

Comments:

( ) A1.6 ORGANIZATION. The social work program is clearly and purposefully organized.

( ) A1.6.1 Structure. The program is identified in the organization's table of organization.

( ) A1.6.2 Administration. A qualified person is designated to manage, coordinate and supervise the program, including assisting in budget preparation and being accountable for its implementation.

( ) A1.6.3 Job Descriptions. Job descriptions are maintained for all positions filled by employees, consultants and volunteers in accordance with *Section C-3, Personnel Administration and Volunteer Service.*

Comments:

( ) A1.7 INDIVIDUALIZED WRITTEN SERVICE PLAN. A written service plan is prepared for and with each individual and group served.

( ) A1.7.1 Participation. The individual and family members, when appropriate, participate in the formulation and review of the plan.

( ) A1.7.2 Flexibility and Review. The plan is flexible to accommodate changing needs and is reviewed at least annually and modified whenever needed.

Comments:

( ) A1.7.3 Documentation. The plan with any modification, is signed by a designated employee and, when appropriate, by the person served and the family or guardian.

( ) A1.7.4 Progress Reports. Regular progress reports are written on the extent of achievement of the objectives stated in the plan.

( ) A1.7.5 Content of Plan. The comprehensiveness and content of the service plan is appropriate for the service objective of the person served and the purpose of the activity involved (e.g., a plan written for intensive counseling calls for more information than a plan involving a referral for escort or shopping services).

Comments:

( ) A1.8 RESEARCH. The program is willing to participate in and utilize responsible research.

( ) A1.8.1 Consent and Protection. Informed, written consent is obtained from all persons involved in research projects prior to their participation; confidentiality is observed in accord with *Section C-1, Function and Structure*.

Comments:

PART A2. PERSONNEL

( ) A2.1 PERSONNEL. The organization makes available an adequate number of qualified personnel to meet program objectives and service needs.

Comments:

( ) A2.2 ADMINISTRATOR AND SUPERVISORS. The organization employs an administrator of the social work program and one or more supervisors as needed, who meet the following qualifications:

( ) A2.2.1 Education and Experience. Graduation from a program of social work education accredited by the Council on Social Work Educational plus a period of work experience supervised by a person with a masters degree in social work.

( ) A2.2.1.1 The preferred education of the administrator and supervisor(s) is a masters degree in social work plus a minimum of two years of appropriately supervised work experience.

( ) A2.2.1.2 An acceptable level of education for the administrator and supervisor(s) is a bachelors degree in social work plus a minimum of five years of appropriately supervised work experience.

Comments:

( ) A2.2.2 Certification. The administrator and supervisor(s) of the social work program possess valid state certification or licensing as social workers and/or national certification or registration in social work.

Comments:

( ) A2.3 SOCIAL WORKERS. The organization employs, as needed, social workers to provide one or more of the following services: casework or counseling with individuals and/or their families; groupwork or group counseling, and work with community organizations.

( ) A2.3.1 Qualifications. Graduation from a graduate or undergraduate program of social work education accredited by the Council on Social Work Education and state certification or licensing, if available.

( ) A2.3.2 Supervision. Each social worker is supervised by a person qualified as social work administrator or supervisor.

Comments:

( ) A2.4 OTHER PROFESSIONALS, PARAPROFESSIONALS AND AIDES. The organization employs, as needed in the social work program, appropriately qualified and trained other professionals, paraprofessionals and aides.

( ) A2.4.1 Supervision. Each such employee is supervised by an appropriate member of the professional staff of the program.

Comments:

( ) A2.5 CLERICAL AND OTHER SUPPORT STAFF. The organization employs a sufficient number of clerical and other support staff to assure effective service delivery.

( ) A2.5.1 Supervision. Provisions are made for supervision of the clerical and other support staff.

Comments:

( ) A2.6 VOLUNTEERS. Volunteers engaged in the social work program are governed by written policies and procedures in accord with *Section C-3, Personnel Administration and Volunteer Service.*

Comments:

PART A3. PROGRAM SERVICES

( ) A3.1 COMMUNITY NEEDS ASSESSMENT. The social work program makes systematic efforts to identify needs of blind and visually handicapped persons in the community and devises strategies to meet these needs.

Comments:

( ) A3.2 OUTREACH AND CASEFINDING. Sustained efforts are made, in cooperation with the organization's other services and other appropriate community agencies, to locate blind and visually handicapped persons and inform them about the availability and scope of services.

Comments:

( ) A3.3 INFORMATION, REFERRAL AND FOLLOW-UP. Requests for information are answered in a reasonable and timely manner and appropriate referrals are made and followed up.

Comments:

( ) A3.4 INTAKE ASSESSMENT. Each new person and/or family seeking assistance from the social work program receives an appropriate intake assessment which is used in the development of an individualized written service plan.

Comments:

( ) A3.5 SOCIAL CASEWORK. Social workers provide to individuals, their families, and other significant persons and groups services which include: intake assessment and case planning, case management, crisis intervention, supportive or intensive counseling, formation of groups for therapeutic or self-help purposes, closure of service and appropriate referral and follow-up, when indicated.

Comments:

( ) A3.6 WORK WITH COMMUNITY ORGANIZATIONS. Social workers provide consultation and information to other community organizations, services and programs on behalf of blind and visually handicapped persons.

Comments:

( ) A3.7 INTERNAL CONSULTATION. Social workers consult with other members of the organization's staff to facilitate communications between persons served by the social work program and other services within the organization to optimize the benefits provided to the persons served.

Comments:

( ) A3.8 HOME INTERVIEWS. Social workers conduct interviews in the home for intake and on-going services as appropriate and needed.

Comments:

( ) A3.9 MAINSTREAMING. Sustained efforts are made to encourage, support and enable blind and visually handicapped persons to participate in programs and activities provided by organizations serving the general public.

Comments:

( ) A3.10 INDIVIDUAL ADVOCACY. Specific assistance is provided when needed to help persons served and their families understand their entitlements and other opportunities for financial, medical, housing services and benefits.

( ) A3.10.1 Advocacy. Social workers provide assistance and individual advocacy when requested to help persons served obtain such entitlements and other opportunities they seek.

Comments:

( ) A3.11 COMMUNITY ADVOCACY. Social workers participate actively in community planning with a special focus on implementing the organization's position as an advocate on behalf of blind and visually handicapped persons.

Comments:

( ) A3.12 TANGIBLE SERVICES. The social work program secures for the persons served needed tangible services from other community resources or provides them directly if unavailable elsewhere.

SUPPLEMENTARY INFORMATION. Check below those tangible services provided by the agency made available by other community resources or which are not available:

Provided by Agency	*Provided by Others*	*Not Available*	*Type of Tangible Services*
____	____	____	*Transportation*
____	____	____	*Emergency financial assistance*
____	____	____	*Reader services*
____	____	____	*Escort services*
____	____	____	*Shopping services*
____	____	____	*Homemaker/home care services*
____	____	____	*Friendly visiting*
____	____	____	*Telephone assurance*
____	____	____	*Nutrition services*
____	____	____	*Housing information*
			Other (specify)
____	____	____	_____
____	____	____	_____

Comments:

( ) A3.13 FACILITIES. Suitable offices, private interviewing and conference facilities, supplies and equipment are made available.

Comments:

SUPPLEMENTARY INFORMATION. Check the specific services provided by the social work program and the categories of personnel that are primarily involved in each:

	Personnel				
Services	Administrator and Supervisors	Social Workers	Other Professionals, Aides & Paraprofessionals	Clerical/ Support Staff	Volunteers
___ Community needs assessment	___	___	___	___	___
___ Outreach and casefinding	___	___	___	___	___
___ Information, referral and follow-up	___	___	___	___	___
___ Intake assessment	___	___	___	___	___
___ Social casework	___	___	___	___	___
___ Work with community organizations	___	___	___	___	___
___ Internal consultation	___	___	___	___	___
___ Home interviews	___	___	___	___	___
___ Mainstreaming	___	___	___	___	___
___ Individual advocacy	___	___	___	___	___
___ Community advocacy	___	___	___	___	___
___ Tangible services	___	___	___	___	___
Other (specify)					
___ _____	___	___	___	___	___
___ _____	___	___	___	___	___

Comments:

PART A4. PROGRAM EVALUATION

( ) A4.1 PURPOSE. A practical and on-going system is used to evaluate the effectiveness and efficiency of all the components of the social work program and the findings are used to make needed improvements.

Comments:

( ) A4.2 PARTICIPATION. Evaluation procedures involve persons representing a wide range of knowledge, experience and interests including the governing authority, personnel engaged in service delivery, persons served and other consumers, purchasers of service and the community.

Comments:

( ) A4.3 LONG RANGE PLAN. Progress toward reaching the goal and objectives of the program are reviewed each year and the findings are used in updating and extending the long range plan.

Comments:

( ) A4.4 ANNUAL PLAN. Each year, the achievements of the social work program are assessed against the specific program objectives in the annual program and financial plan.

( ) A4.4.1 Service Review. Quality, workload, disposition of persons referred and served and other relevant service data are reviewed at least quarterly.

Comments:

( ) A4.4.2 Financial Experience. Income and expenses of the program are reviewed at least quarterly.

Comments:

( ) A4.5 ON-GOING EVALUATIONS. Discussions, conferences and written communications are used as needed to evaluate and make decisions about day-to-day operations of the program.

Comments:

( ) A4.6 RESOURCES. Evaluation includes determination of the adequacy of available resources -- personnel, finances, policies and procedures, facilities, materials and equipment -- to meet stated objectives.

Comments:

( ) A4.7 SERVICE EFFECTIVENESS. Provisions are made for evaluating the effectiveness of the services for the persons served.

( ) A4.7.1 Base. "Before and after" data about persons served are analyzed and summarized.

( ) A4.7.2 Individualized Written Service Plans. Achievements in relation to individualized, written service plans are evaluated by social work staff and persons served on a periodic basis and whenever else indicated.

Comments:

( ) A4.8 STRUCTURE. The program evaluation system is clearly structured and the responsibilities of those involved are delineated.

Comments:

( ) A4.9 INDEPENDENT EVALUATIONS. The organization makes provisions for independent evaluations of the social work program from time to time, as deemed necessary and desirable.

Comments:

( ) A4.10 EFFECTIVENESS OF EVALUATIONS. The system used to evaluate the social work program is assessed from time to time in relation to its efficiency and effectiveness in achieving its stated purposes.

Comments:

( ) A4.11 UTILIZATION OF FINDINGS. Evaluation findings are reported internally and publicly, as appropriate, and are used for planning, budgeting, expanding or cutting back existing services, initiating new ones and terminating those which have outlived their usefulness.

Comments:

SUPPLEMENTARY INFORMATION: PROGRAM EVALUATION CHECKLIST. Check those factors included in evaluation of the social work program during the last fiscal year:

___ *Philosophy*

___ *Purpose*

___ *Persons served*

___ *Planning*

___ *Organization*

___ *Procedural manual*

___ *Indivualized written service plans*

___ *Research*

___ *Employees*

___ *Volunteers*

___ *Needs assessment*

___ *Outreach and casefinding*

___ *Information, referral and follow-up*

___ *Intake assessment*

___ *Social casework*

___ *Work with community organizations*

___ *Internal consultation*

___ *Home interviews*

___ *Mainstreaming*

___ *Individual advocacy*

___ *Community advocacy*

___ *Tangible services*

___ *Facilities*

___ *Program evaluation*

___ *Use of evaluation findings*

Other (specify)

___ _____

Comments:

B. RECREATION AND LEISURE PROGRAM

DESCRIPTIVE PROFILE

NAME AND TITLE OF:

Administrator of the program _____

_____

Person to whom administrator reports _____

_____

NUMBER OF OTHER PERSONNEL ASSIGNED TO THE RECREATION AND LEISURE PROGRAM:

Supervisors	____	*Clerical and Support staff*	____
Recreation workers	____	*Volunteers*	____
Other professionals	____	*Others (e.g. student interns)*	____
Aides and paraprofessionals	____	*Total*	____

NUMBER OF PERSONS SERVED in the last fiscal year:

Legally blind (including totally blind) ____

Visually handicapped (persons who have low vision excluding legally blind ____

Other ____

Total (unduplicated count) ____

TOTAL EXPENSES OF THE RECREATION AND LEISURE PROGRAM IN LAST FISCAL YEAR (in accordance with statement of functional expenses called for by Section C-2, Accounting for Services and Finances):

For fiscal year ending _____, *Total expenses $* _____

BRIEF DESCRIPTION OF THE RECREATION AND LEISURE PROGRAM: (continue on next page if needed):

B. RECREATION AND LEISURE PROGRAM

THE STANDARDS

PART B1. PLANNING AND ORGANIZATION

( ) B1.1 PHILOSOPHY. The recreation and leisure program is consistent with the organization's statement of philosophy of service.

Comments:

( ) B1.2 PURPOSE. The goal and objectives of the recreation and leisure program are set forth clearly in writing and in media convenient for the persons served and other consumers.

( ) B1.2.1 Goal. The goal of the program is to enhance the quality of leisure time of blind and visually handicapped persons and their families by providing or otherwise making available a variety of services to individuals and groups.

Comments:

( ) B1.2.2 Objectives. Specific objectives are set for each component of the program which support the goal and are commensurate with the established need and available resources.

Comments:

( ) B1.3 PERSONS SERVED. General and special target populations to be served are identified clearly.

SUPPLEMENTARY INFORMATION. Check those groups for whom specifically designed services are provided:

Age Groups		*Special Populations*	
___ *Birth - 5*	___ *45 - 64*	___ *Deaf-blind persons*	*Other (specify: e.g. nursing home residents, ethnic groups)*
___ *6 - 21*	___ *65 - 84*	*Other persons with additional*	___ _____
___ *22 - 44*	___ *85 +*	___ *handicaps*	___ _____

Comments:

( ) B1.4 PLANNING. Various methods are used for systematic program planning.

( ) B1.4.1 Long Range Planning. A written long range plan establishes major long range program goals and projects the human, physical and financial resources needed to achieve them.

( ) B1.4.1.1 The major long range goals are coordinated with the organization's overall long range plan.

( ) B1.4.1.2 The plan extends beyond the current fiscal year and is updated at regular, specified intervals.

Comments:

( ) B1.4.2 Annual Planning. A specific written program and financial plan, related to the long range plan, is prepared for each fiscal year and includes measurable objectives to achieve the stated goals.

Comments:

( ) B1.4.3 Short Range Planning. Personnel communicate by conferences, written and verbal means to facilitate day-to-day planning, problem solving and coordination with other services provided by the organization.

Comments:

( ) B1.4.4 Interagency Coordination. Sustained, documented efforts are made to coordinate planning and service delivery with appropriate agencies in the community.

Comments:

( ) B1.4.5 Participation. Planning involves persons who represent a wide range of knowledge, experience and interests including the organization's governing authority, staff, service volunteers, persons served and other consumers and appropriate community agencies.

( ) B1.5 PROCEDURAL MANUAL. Written policies and procedures for the recreation and leisure program are maintained in media convenient for all employees and volunteers assigned to the program.

Comments:

( ) B1.6 ORGANIZATION. The recreation and leisure program is clearly and purposefully organized.

( ) B1.6.1 Structure. The program is identified in the organization's table of organization.

( ) B1.6.2 Administration. A qualified person is designated to administer the program including assisting in budget preparation and being accountable for its implementation.

( ) B1.6.3 Job Descriptions. Job descriptions are maintained for all positions filled by employees, consultants and volunteers in accordance with *Section C-3, Personnel Administration and Volunteer Service.*

Comments:

( ) B1.7 INDIVIDUALIZED WRITTEN SERVICE PLAN. A written service plan is prepared for and with each individual and group served.

( ) B1.7.1 Participation. The individual and family members, when appropriate, participate in the formulation and review of the plan.

( ) B1.7.2 Flexibility and Review. The plan is flexible to accommodate changing needs and is reviewed at least annually and modified whenever needed.

Comments:

( ) B1.7.3 Documentation. The plan with any modification, is signed by a designated employee and, when appropriate, by the person served and the family or guardian.

( ) B1.7.4 Progress Reports. Regular progress reports are written on the extent of achievement of the objectives stated in the plan.

( ) B1.7.5 Content of Plan. The comprehensiveness and content of the service plan is appropriate for the service objective of the person served and the purpose of the activity involved (e.g., a plan written in support of diagnostic and therapeutic components of a rehabilitation or educational program calls for more specific objectives and reports of progress than a plan for the person served to participate in activities for entertainment based on personal choice.)

Comments:

( ) B1.8 RESEARCH. The program is willing to participate in and utilize responsible research.

( ) B1.8.1 Consent and Protection. Always, informed written consent is obtained from all persons involved in research projects prior to their participation and confidentiality is observed in accord with *Section C-1, Function and Structure.*

Comments:

PART B2, PERSONNEL

( ) B2.1 PERSONNEL. The organization makes available an adequate number of qualified personnel to meet program objectives and service needs.

Comments:

( ) B2.2 ADMINISTRATOR AND SUPERVISORS. The organization employs an administrator of the recreation and leisure program and one or more supervisors as needed, who meet the following qualifications:

( ) B2.2.1 Education and Experience. Graduation from an education program in recreation, therapeutic recreation or recreation administration at an accredited college or university plus a period of work experience supervised by a person with a masters degree in recreation, therapeutic recreation or recreation administration.

( ) B2.2.1.1 The preferred education of the administrator and supervisor(s) is a masters degree in recreation, therapeutic recreation or recreation administration plus a minimum of two years of appropriately supervised work experience.

( ) B2.2.1.2 An acceptable level of education for the administrator and supervisor(s) is a bachelors degree in recreation or therapeutic recreation plus a minimum of five years of appropriately supervised work experience.

Comments:

( ) B2.2.2 Registration. The administrator and supervisor(s) of the recreation and leisure program possess national registration, at the professional level, in recreation, therapeutic recreation or recreation administration.

Comments:

( ) B2.3 RECREATION WORKERS. The organization employs, as needed, recreation workers who are graduates of undergraduate or graduate degree programs in recreation or therapeutic recreation from accredited colleges or universities.

( ) B2.3.1 Supervision. Each recreation worker is supervised by a person qualified as recreation administrator or supervisor.

Comments:

( ) B2.4 OTHER PROFESSIONALS. The organization employs, as needed for the recreation and leisure program, other professional workers who are qualified by education and experience to conduct specialized recreation and leisure activities such as instruction in arts and crafts, music, drama, or physical education.

( ) B2.4.1 Supervision. Each such professional worker is supervised by an appropriate member of the professional staff of the program.

Comments:

( ) B2.5 AIDES OR PARAPROFESSIONALS. The organization employs, as needed for the recreation and leisure program, appropriately qualified and trained aides or paraprofessionals.

( ) B2.5.1 Supervision. Each aide or paraprofessional is supervised by an appropriate member of the professional staff of the program.

Comments:

( ) B2.6 CLERICAL AND OTHER SUPPORT STAFF. The organization employs a sufficient number of clerical and other support staff to assure effective service delivery.

( ) B2.6.1 Supervision. Provisions are made for supervision of clerical and support staff.

Comments:

( ) B2.7 VOLUNTEERS. Volunteers engaged in the recreation and leisure program are governed by written policies and procedures in accord with *Section C-3, Personnel Administration and Volunteer Service.*

Comments:

PART B3. PROGRAM SERVICES

( ) B3.1 COMMUNITY NEEDS ASSESSMENT. The recreation and leisure program makes systematic efforts to identify needs of blind and visually handicapped persons in the community, focusing on their access to recreation organizations, services and programs and devises strategies to encourage removal of barriers to service and to meet identified needs.

Comments:

( ) B3.2 OUTREACH AND CASEFINDING. Sustained efforts are made, in cooperation with the organization's other services and other appropriate community agencies, to locate blind and visually handicapped persons and inform them about the availability and scope of services.

Comments:

( ) B3.3 INFORMATION, REFERRAL AND FOLLOW-UP. Requests for information are answered in a reasonable and timely manner and appropriate referrals are made and followed up.

Comments:

( ) B3.4 INDIVIDUALIZED ASSESSMENT AND PLANNING. Each individual and family, when indicated, plans with the recreation worker to assess interests and functional capacities in reference to the scope of the recreation and leisure program.

( ) B3.4.1 Medical Consultation. Medical consultation is utilized to determine if there are any medical contraindications to an individual's participation in specific types of activities.

( ) B3.4.2 Plan. Based on the findings of the assessment, an individualized written service plan is prepared by the person served and by the recreation worker.

Comments:

( ) B3.5 WORK WITH COMMUNITY ORGANIZATIONS. Recreation workers provide consultation and information to other community organizations, services, and programs on behalf of blind and visually handicapped persons.

Comments:

( ) B3.6 INTERNAL CONSULTATION. Recreation workers consult with other members of the organization's staff to facilitate communications between persons served by the recreation and leisure program and other services within the organization to optimize the benefits provided to the persons served.

Comments:

( ) B3.7 HOME SERVICES. The recreation and leisure program develops and maintains linkages to community agencies, networks and families for homebound or institutionalized blind and visually handicapped persons to optimize their opportunities for participation in meaningful recreation and leisure activities.

Comments:

( ) B3.8 FAMILY PARTICIPATION. Special efforts are made to encourage families to share in selecting and to participate in recreation and leisure activities with their blind and visually handicapped members.

Comments:

( ) B3.9 RECREATION AND LEISURE GROUPS. The formation and independent functioning of recreation and leisure groups such as a bowling team or diners club are encouraged and supported, consistent with each individual's needs and interests.

Comments:

( ) B3.10 MAINSTREAMING. Sustained efforts are made to encourage, support and enable blind and visually handicapped persons to participate in programs and activities provided by organizations serving the general public.

Comments:

( ) B3.11 CARRY-OVER EXPERIENCES. Experiences are provided for persons served to become progressively skilled in satisfying recreation and leisure activities which have carry-over value to the life of the individual, to the family and in the community.

Comments:

( ) B3.12 INDIVIDUAL ADVOCACY. Specific assistance is provided when needed to help blind and visually handicapped persons and their families to understand their entitlements and other opportunities for enjoying community recreation and leisure facilities and programs.

( ) B3.12.1 Advocacy. Recreation workers provide assistance and individual advocacy when requested to help persons served obtain such entitlements and other opportunities they seek.

Comments:

( ) B3.13 COMMUNITY ADVOCACY. Recreation workers participate actively in community planning with a special focus on implementing the organization's position as an advocate on behalf of blind and visually handicapped persons.

Comments:

( ) B3.14 LEISURE EDUCATION. A leisure education service is provided which helps persons served to explore and learn about the following *(check those topics included in the leisure education service):*

___ *The role of recreation and leisure in enhancing the quality of life.*

___ *The importance of actively participating in physical fitness and health maintenance activities*

___ *The value of identifying and using one's own interests and strengths in relation to the realistic limitations accompanying blindness and visual and other handicaps*

___ *Development of social interaction skills*

___ *Development of decision-making abilities for selecting and pursuing recreation and leisure activities*

Comments:

( ) B3.15 PROGRAM VARIETY. A planned program of various activities is provided.

SUPPLEMENTARY INFORMATION (check those included):

___ *Individualized services to enhance objectives of rehabilitation services*

___ *Opportunities to build socialization skills*

___ *Self-directed individual activities*

___ *Creative and expressive arts*

___ *Small group activities*

___ *Large group activities*

___ *Sports, entertainment and cultural events*

___ *Physical activities*

___ *Sedentary or light exertion activities*

___ *Indoor activities*

___ *Outdoor activities*

___ *Special classes*

___ *Pursuit of hobbies*

___ *Support to participate in programs open to general public*

Other (specify)

___ _____

___ _____

Comments:

( ) B3.16 CAMPING. Interested blind and visually handicapped persons, and their families when appropriate, are encouraged and assisted to participate in camping programs operated by the organization or others which are accredited by the American Camping Association and/or which have been found to meet state and local requirements.

Comments:

( ) B3.17 OTHER ORGANIZED PROGRAMS. The recreation and leisure program explores and establishes relationships with other groups which coordinate and promote organized activities in which blind and visually handicapped persons are interested.

SUPPLEMENTARY INFORMATION. Check below these activities encompassed by other national, regional, state or local organizations:

___ *Bicycling*	___ *Horseback riding*	*Other (specify)*
___ *Bowling*	___ *Snow skiing*	___ _____
___ *Field and track*	___ *Water skiing*	___ _____
___ *Golfing*	___ *Weight lifting*	___ _____

Comments:

( ) B3.18 SALES OF ARTS AND CRAFTS PRODUCTS. Persons served are informed about policies on the sale or other disposition of arts and crafts items they make as part of the recreation and leisure program.

( ) B3.18.1 Non-vocational Purpose. An arts and crafts recreation activity which produces items which are sold involves blind and visually handicapped persons solely on a voluntary basis and is totally separate from any vocationally oriented workshop service wherein workers are paid on a regular basis.

Comments:

( ) B3.19 AVOIDANCE OF DUPLICATION. Care is exercised to encourage maximum use and to avoid unnecessary duplication of community recreation programs and facilities.

Comments:

( ) B3.20 FACILITIES, EQUIPMENT AND SUPPLIES. Adequate and appropriate facilities, equipment and supplies are utilized for each type of activity offered.

( ) B3.20.1 Accessibility. Physical facilities used by the recreation and leisure program, both indoors and outdoors, are accessible to all persons in accord with *Section C-4, Physical Facilities.*

Comments:

( ) B3.20.2 Liability Insurance. Blanket liability insurance is provided for persons served, volunteers, employees and others who use any facilities and equipment as part of the organization's recreation and leisure program.

( ) B3.20.3 Equipment and Supplies. Provisions are made for purchase, replacement, storage, maintenance and inventory control of equipment and supplies.

Comments:

( ) B3.20.4 Indoor Facilities. Indoor facilities used for the recreation and leisure program services are suitable for their intended purpose.

( ) B3.20.4.1 Indoor facilities meet the standards for health and safety in *Section C-4, Physical Facilities* and for occupancy as evidenced by display of applicable permits and certificates from State and local regulatory agencies.

( ) B3.20.4.2 Space is adequately heated, ventilated, and provides a comfortable and attractive environment.

( ) B3.20.4.3 Rooms are equipped properly for the activities conducted in them.

( ) B3.20.4.4 Coatroom and toilet facilities are available on the same floor as activity areas.

Comments:

( ) B3.20.4.5 Indoor areas are designed for flexible and concurrent use for various purposes.

SUPPLEMENTARY INFORMATION. Check those types of indoor areas which are available:

___ *A spacious, multi purpose room*

___ *Space for active and sedentary activities*

___ *Space for quiet and noisy activities*

___ *A convenient food preparation area*

___ *Equipment storage space*

___ *A lounge*

Other (specify)

___ _____

___ _____

Comments:

( ) B3.20.5 Outdoor Facilities. Suitable outdoor facilities are utilized for program activities.

SUPPLEMENTARY INFORMATION. Check those types of outdoor facilities which are available:

___ *Areas adjacent to or nearby the organization's facilities*

___ *Community parks, forest preserves, gardens, picnic facilities, playing fields, etc.*

___ *Community swimming facilities such as beaches, lakes, pools, etc.*

___ *Commercial facilities such as amusement parks, bowling lanes, etc.*

Other (specify)

___ _____

___ _____

Comments:

SUPPLEMENTARY INFORMATION. Check the specific services provided by the recreation and leisure program and the categories of personnel primarily involved in each:

	Personnel					
Services	*Administrator and Supervisors*	*Recreation Workers*	*Other Professionals*	*Aides or Paraprofessionals*	*Clerical/ Support Staff*	*Volunteers*
___ *Community needs assessment*	___	___	___	___	___	___
___ *Outreach and casefinding*	___	___	___	___	___	___
___ *Information, referral and followup*	___	___	___	___	___	___
___ *Assessment and planning*	___	___	___	___	___	___
___ *Work with community organizations*	___	___	___	___	___	___
___ *Internal consultation*	___	___	___	___	___	___
___ *Home services*	___	___	___	___	___	___

SUPPLEMENTARY INFORMATION. *(Continued:*

	Personnel					
Services	Administrator and Supervisors	Recreation Workers	Other Professionals	Aides or Paraprofessionals	Clerical/ Support Staff	Volunteers
___ Family participation	___	___	___	___	___	___
___ Recreation and leisure groups	___	___	___	___	___	___
___ Mainstreaming	___	___	___	___	___	___
___ Carry-over experiences	___	___	___	___	___	___
___ Individual advocacy	___	___	___	___	___	___
___ Community advocacy	___	___	___	___	___	___
___ Leisure education	___	___	___	___	___	___
___ Camping	___	___	___	___	___	___
___ Other organized programs	___	___	___	___	___	___
Other (specify)						
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___

Comments:

PART B4. PROGRAM EVALUATION

( ) B4.1 PURPOSE. A practical and ongoing system is used to evaluate the effectiveness and efficiency of all the components of the recreation and leisure program and the findings are used to effect needed improvements.

Comments:

( ) B4.2 PARTICIPATION. Evaluation procedures involve persons representing a wide range of knowledge, experience and interests including the governing authority, personnel engaged in service delivery, persons served and other consumers, purchasers of service and the community.

Comments:

( ) B4.3 LONG RANGE PLAN. Progress toward reaching the goal and objectives of the program is reviewed each year and the findings are used in updating and extending the long range plan.

Comments:

( ) B4.4 ANNUAL PLAN. Each year, the achievements of the recreation and leisure program are assessed against the specific program objectives in the annual program and financial plan.

( ) B4.4.1 Service Review. Quality, workload, disposition of persons referred and served and other relevant service data are reviewed at least quarterly.

Comments:

( ) B4.4.2 Financial Experience. Income and expenses of the program are reviewed at least quarterly.

Comments:

( ) B4.5 ON-GOING EVALUATIONS. Discussions, conferences and written communications are used as needed to evaluate and make decisions about day-to-day operations of the program.

Comments:

( ) B4.6 RESOURCES. Evaluations include determination of the adequacy of available resources -- personnel, finances, policies and procedures, facilities, materials and equipment -- to meet stated objectives.

Comments:

( ) B4.7 SERVICE EFFECTIVENESS. Provisions are made for evaluating the effectiveness of the services for the persons served.

( ) B4.7.1 Base. "Before and after" data about persons served are analyzed and summarized.

( ) B4.7.2 Written Service Plans. Achievements of individuals and groups in relation to written service plans are evaluated by the recreation and leisure staff and persons served, on a periodic basis and whenever else indicated.

Comments:

( ) B4.8 STRUCTURE. The program evaluation system is clearly structured and the responsibilities of those involved are delineated.

Comments:

( ) B4.9 INDEPENDENT EVALUATIONS. The organization makes provisions for independent evaluations of the recreation and leisure program, from time to time, as deemed necessary and desirable.

Comments:

( ) B4.10 EFFECTIVENESS OF EVALUATIONS. The system used to evaluate the recreation and leisure program is assessed from time to time in relation to its efficiency and effectiveness in achieving its stated purposes.

Comments:

( ) B4.11 UTILIZATION OF FINDINGS. Evaluation findings are reported internally and publicly, as appropriate, and are used for planning and budgeting, expanding or cutting back existing services, initiating new ones and terminating those which have outlived their usefulness.

Comments:

SUPPLEMENTARY INFORMATION: PROGRAM EVALUATION CHECKLIST. Check those factors included in evaluations of the recreation and leisure services during the last fiscal year:

___ *Philosophy*
___ *Purpose*
___ *Persons served*
___ *Planning*
___ *Organization*
___ *Procedural manual*
___ *Individualized written Service plans*
___ *Research*
___ *Employees*
___ *Volunteers*
___ *Needs assessment*
___ *Outreach and casefinding*
___ *Information, referral and follow-up*
___ *Individualized assessment and planning*
___ *Work with community organizations*
___ *Internal consultation*
___ *Home services*
___ *Family participation*
___ *Recreation and leisure groups*
___ *Mainstreaming*
___ *Carryover experience*
___ *Individual advocacy*
___ *Community advocacy*
___ *Leisure education*
___ *Program variety*
___ *Camping*
___ *Other organized programs*
___ *Sales of arts and crafts products*
___ *Avoidance of duplication*
___ *Facilities, equipment and supplies*
___ *Program evaluation*
___ *Use of evaluation findings*
___ *Other (specify)*

Comments:

PROGRAMMING FOR IMPROVEMENT

Programming for improvement is a continuous cycle of planning, implementing and evaluating. Because accreditation is a structured method of evaluating and planning, it enhances the organization's capacity to effect improvement when meshed with the normal program and fiscal planning, and evaluation processes.

This final part of the guide consists of seven questions designed to summarize and report on the principal findings of the self-study of these programs. Such a summary helps the on-site review team understand and report on the recent achievements of plans for these programs.

Question one elicits a list of features which are deemed to be the most outstanding.

Questions two through six are designed to help the organization summarize its plans for improvement on the basis of ideas generated by the self-study. They start with a review of the recent past, proceed through the present, and project into the future.

Questions four through six focus specifically on developing a timetable for improvements which reflects, or can be incorporated into, the organization's normal planning system, thus taking advantage of the momentum created by the NAC self-study.

Question seven asks about the beneficial impact of these programs on the lives of the persons served. Data from recent studies of service outcomes and from broadly based input from participants in the self-study will be helpful in preparing this statement.

Careful attention to the answers to these seven questions will help the Commission on Accreditation in applying the following principle: if deficiencies exist, the organization is aware of them and shows a commitment to make the needed improvements in a reasonable amount of time.

1. *What are the outstanding features of these programs at this time?*

A. Social Work Program:

B. Recreation and Leisure Program:

2. What improvements or other changes were made in the fiscal periods from five years ago through two years ago?

A. Social Work Program:

B. Recreation and Leisure Program:

3. *What improvements or other changes were made in the most recently completed fiscal year?*

A. Social Work Program:

B. Recreation and Leisure Program:

4. *What improvements or other changes have been introduced in the current fiscal year? (Indicate which were made as a result of self-study. Also, if they have not yet been completed, indicate when completion is expected.)*

A. Social Work Program:

B. Recreation and Leisure Program:

5. What improvements are included in the plan for next fiscal year?

A. Social Work Program:

B. Recreation and Leisure Program:

6. *What additional improvements are contemplated in the long range plan?*

A. Social Work Program:

B. Recreation and Leisure Program:

7. *What impact have these programs had on the persons served?*

A. Social Work Program:

B. Recreation and Leisure Program:

MEMBERS OF SELF-STUDY SUBCOMMITTEE

Name	Identification (job title, board member, consumer, etc.)
Chairman: _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date completed by Subcommittee _____

Date accepted by Coordinating Committee _____

Organization Name _____

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BOOKS

American Foundation for the Blind. *Recreation Programming for Visually Impaired Children and Youth*, New York, New York, 1981.

National Association of Social Workers. *Encyclopedia of Social Work: Seventeenth Issue*. Washington, D.C., 1977.

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National Recreation and Park Association. *Therapeutic Recreation Journal* (quarterly). Arlington, Virginia.

Creative Leisure Services. *Programming Trends in Therapeutic Recreation* (bimonthly). Denton, Texas.

RESOURCE

M. C. Migel Memorial Library, American Foundation for the Blind. New York, New York.